



STATE OF DELAWARE  
**STATE FIRE PREVENTION COMMISSION**  
DELAWARE FIRE SERVICE CENTER

(302) 739 – 3160  
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1463 CHESTNUT GROVE ROAD  
DOVER, DELAWARE 19904

## **STATE FIRE PREVENTION COMMISSION**

Monthly Meeting

June 21, 2016

### **MEMBERS PRESENT**

David J. Roberts, Chairman  
Alan Robinson, Jr., Vice Chairman  
Tom DiCristofaro  
Ron Marvel  
Anthony R. Guzzo  
Lynn Truitt (absent)  
Marvin C. Sharp

### **ALSO PRESENT**

Patricia Davis, Deputy Attorney General  
Patrick Matthews M.D., BLS Medical Director  
Sherry Lambertson, Executive Specialist  
David J. Truax, Investigator/Compliance Officer  
Grover P. Ingle, State Fire Marshal  
Robert P. Newnam, Director, State Fire School

### **GUESTS**

Warren Jones, DVFA  
Anthony Spiezio, DTI  
W. Mike McMichael, DSEMSA  
Bill Carrow, Citizens Hose and Little Creek Fire Co.  
Lou Amabili, Hockessin Fire Co.  
Richard Perillo, DVFA

### **CALL TO ORDER**

Chairman Roberts called the meeting to order at 9:00 a.m.

### **PLEDGE OF ALLEGIANCE**

### **APPROVAL OF MAY 17, 2016 COMMISSION MEETING MINUTES**

It was moved by Commissioner DiCristofaro, and seconded by Commissioner Marvel that the minutes of the May 17, 2016 Commission meeting be approved. Motion carried by unanimous vote.

It was moved by Commissioner Sharp, seconded by Commissioner Dicristofaro to add (D) Volunteer Hose Audit Extension Request and (E) Gumboro Audit Extension Request to the agenda.

### **REPORT OF THE STATE FIRE MARSHAL**

#### **INFORMATIONAL ITEMS**

##### **Personnel Items**

Fire Marshal Ingle introduced Deputy Fire Marshal I Brian Ferguson. Deputy Ferguson will be working from Kent County. He was sworn in by Deputy Attorney General Patricia Davis. State Fire Marshal Ingle reported that Deputy Fire Marshal I vacant positions are still in the hiring process and he hopes to have them filled by end of July or first part of August as the next DSP Academy begins on September 12, 2016.

Fire Marshal Ingle reported on three vacancies within the agency. There is a vacancy for a Fire Inspector (Day Care Inspections), Kent County Administrative Specialist I and Juvenile Fire Setter Intervention Coordinator.

It was moved by Commissioner Dicristofaro, seconded by Vice Chairman Robinson to authorize Fire Marshal Ingle to fill his vacant positions. Motion carried by a unanimous vote.

NFPA Seminar's

State Fire Marshal staff and Jurisdictional Fire Marshal's and their staff attended a two day seminar on the 2015 NFPA 101 Life Safety code from May 25<sup>th</sup> and 26<sup>th</sup>. They also attended a one day seminar on NFPA 13, 13R, 13D Sprinklers on June 2<sup>nd</sup>. NFPA discussed providing some other training opportunities in the near future.

NFPA Fire Inspector I

The Office of State Fire Marshal will provide the staff to instruct the NFPA Fire Inspector I course from July 11<sup>th</sup> – 16<sup>th</sup>. Three staff members are attending at this time.

DFIRS Incidents Received

TOTAL STATE PARTICIPATION IN COMPLIANCE
89 %

DELINQUENT DEPARTMENTS	
<b>New Castle County</b>	
Belvedere	January - April
Townsend	April
<b>Kent County</b>	
Clayton	March & April
Harrington	March & April
Houston	January – April
Magnolia	February - April
<b>Sussex County</b>	
Ellendale	January - April

OVERDUE REPORTS BY DAYS			
30 Days	60 Days	90 Days	90+ Days
1	2	1	3

Source: DFIRS Incidents received as of 6/06/16.

## **REPORT OF THE STATE FIRE SCHOOL DIRECTOR**

### **Director**

- Student Injury – SFFS – Diabetic Difficulty – Vehicle Rescue – over exertion, heat (2 students)
- Fire Police ID Cards will be done by DSFS at the request of the Fire Police.
- Attended the NHTS for the DEMSOC EMS system review.
- Delaware Level Up to NREMT – Pilot July 9<sup>th</sup>-10<sup>th</sup> at the New Castle Division

### **Director cont.**

- Planning and Evaluation Staff workshop scheduled for June 20-24 at Dover Hilton Hotel.
- Haz. Mat. Conference for 2017 will be hosted by DSFS in April 2017.
- AFG Grant was accepted by DSFS, now to clearinghouse, Aug/Sept – DSFS share 30,467.00
- Meeting scheduled with EMS Educational Agencies to discuss policy – July 6 at 1300
- Director Newnam attended the DAPSS Graduation.

### **Staff Activities**

- Senior Instructor Brennan attended the Norfolk Southern Rail Safety Emergency Response Training in Baltimore on May 26<sup>th</sup>.
- Training Educator Miller will attend the All Hazards Planning Chief training in June and July.
- Training Educator Ingram and O'Malley worked at "Safe Summer Day" in Brecknock Park on June 11<sup>th</sup>. The DSFS Engine was at the site.
- Senior Instructor Brennan, Stephens and Training Educator Miller attended the Hazmat Conference in Baltimore MD from June 16<sup>th</sup> to 19<sup>th</sup>.
- Senior Instructors Brennan and Lowe attended a meeting with a Pro Board rep at the DSFS.
- Taiwan Haz. Mat. Group to discuss certification at DSFS with Senior Instructor Brennan and Lowe.
- DSFS engine - day event, Keystone Firefighter Conference - 7/16 - King of Prussia, Pa – Attended by Training Educator Ingram.
- LEA/Fire/EMS Working Group Meeting at DEMA was attended by Senior Instructor Gadjos.

Staff Activities cont.

- NFPA Conference in Las Vegas, NV, June 12 – 16 was attended by Senior Instructor Lowe and Training Educator O'Malley.
- NFA Professional Development Symposium in Emmitsburg, MD, June 26<sup>th</sup> – 30<sup>th</sup> will be attended by Training Educator O'Malley.
- DSFS Engine – Boy's State, Wesley College, 06-14-16 – Senior Instructor Wilson.

Programs/Courses

Figures in red are reference to last year's comparison of class attendance.

- Current Month
  - Vehicle Rescue - 31 students
  - Fire Ground Tactics – 11 students – *cancelled*
  - Certification Testing – Firefighter I - 6 students (3), Firefighter II – 3 (3)  
Fire Officer I – 2 students, (3) Fire Officer II – 3 students, Fire Officer III – 7 students
  - RIT Advanced – 5 students
  - Firefighter Self Survival – 22 students
  - EVO – Kent Division, day program – 14 students
- Divisions Usage
  - New Castle – 5 classes scheduled (4)
  - Kent Division – classes scheduled (3)
  - Sussex Division – 0 classes scheduled (0)

EMS

- Current Month
  - CEU programs – 13 scheduled
  - Accelerated EMT program – July class – 20 students (21)

**Public Education and Injury Prevention - Activity Report**

- Current Month
  - Fire Safety Programs – 5 scheduled (6)
  - DSFS Tours – 1 scheduled
  - Fire Safety Displays - 4 scheduled (7)
  - Injury Prevention Programs – 6 scheduled (3)

**Maintenance – Building and Grounds**

- Drill grounds close after Father's Day for routine maintenance
  - Building maintenance (floors) to be completed during August
- Stripping parking lot – Sussex Division by Facilities

**Financial**

- Past Due Billings
  - 30 days – 18,905.00
  - 60 days – 2,445.00
  - 90 days – 300.00
  - 120 days – 425.00
- 20678 Tuition Fund – 755,592.00
- Accounts receivable – 123,020.00
- Revenue Comparison
  - Tuition – 2016 – 107,731.00, 2015 – 107,893.00
- Special Funds Summary – The Special Funds Summary report was submitted to the Commissioners for review.
- Expenditure Report – The Expenditure report was submitted to the Commissioners for review.

**Staff and Office Staff Meeting Minutes**

Staff and office staff meeting minutes were submitted for Commission review.

**REPORT OF THE INVESTIGATOR/COMPLIANCE OFFICER**

9 Annual Ambulance Unit Inspections  
5 New Unit Inspections  
1 Private Unit was taken out of service.

Investigator/Compliance cont.

6 Arrest Notifications were received.  
5 EMT – No longer current  
1 EMT – Child welfare charge.

1 New Investigations

1 - Active EMT on Level 2 Probation

Case No's 1408, 1512 and 1604 were presented for closure. It was moved by Commissioner Dicristofaro, seconded by Commissioner Marvel to close these cases as presented by the Compliance Officer. Motion carried by a unanimous vote.

**REPORT OF BLS MEDICAL DIRECTOR**

Albuterol Pilot Program – In a comparison done of companies that carried Albuterol by participating in the pilot program and those that didn't showed that companies who did carry it were able to administer Albuterol within 4 minutes of being on scene. The companies that did not carry Albuterol and did not participate in the study were able to administer Albuterol on scene in 7 minutes to a patient. This adds to the success of the pilot and proves that patients were able to receive the needed care faster. Dr. Matthews thanked all of the trainers, companies and providers who made the Pilot Protocol successful thus far.

Commissioner Marvel asked what providers should do with expired Narcan. Andy Fulton of OEMS will refer the question to the new Drug Overdose employee and have them reach out to the Commission letting them know what the proper disposal of Narcan will be. There may be a centralized location where Narcan can be dropped off. Dr. Matthews stated that all companies should have an expired medicine policy. If the companies have questions they should reach out to the Commission and he will be happy to assist them.

**REGULAR BUSINESS**

**Action Items**

Consent Agreement #1418

Deputy Attorney General Davis reviewed the Consent Agreement for Case #1418. It was moved by Commissioner Dicristofaro, seconded by Commissioner Sharp to accept the consent agreement. Motion carried by a unanimous vote.

Consent Agreement #1512

Deputy Attorney General Davis reviewed the Consent Agreement for Case #1418. It was moved by Commissioner Dicristofaro, seconded by Vice Chairman Robinson to accept the consent agreement. Motion carried by a unanimous vote. Commissioner Sharp voted no.

Delmar Fire Department, Inc. – Audit Extension Request

It was moved by Commissioner Dicristofaro, seconded by Vice Chairman Robinson to grant an audit extension request for 120 days. Motion carried by a unanimous vote.

Volunteer Hose Fire Company – Audit Extension Request

It was moved by Commissioner Dicristofaro, seconded by Commissioner Guzzo to grant an audit extension request for 90 days. Motion carried by a unanimous vote.

Gumboro Fire Company – Audit Extension Request

It was moved by Commissioner Dicristofaro, seconded by Vice Chairman Robinson to grant an audit extension request for 120 days. Motion carried by a unanimous vote.

**NEW BUSINESS**

No report at this time.

**GENERAL INFORMATION**

No report at this time.

**CORRESPONDENCE**

No report at this time.

**MISCELLANEOUS INFORMATION**

No report at this time.



## **REPORT OF THE COMMISSIONERS**

### **Chairman David J. Roberts**

Chairman Roberts reported that he attended the Monthly Fire Prevention Commission Meeting.

### **Vice Chairman Alan F. Robinson, Jr.**

Vice Chairman Robinson reported that he attended the Monthly Fire Prevention Commission Meeting, Kent County Association Meeting, Marydel 75<sup>th</sup> Anniversary Parade, Citizens Hose Fire Company Meeting and CFSI Conference.

### **Commissioner Ron Marvel**

Commissioner Marvel reported that he attended the Monthly Fire Prevention Commission Meeting, Meeting in Gumboro, Meeting in Georgetown, Kent County Meeting in Houston, Sussex County Fire Chiefs meeting in Bridgeville and Viewing Townsend.

## **DATE OF NEXT MEETING**

July 19, 2016 – 9:00 AM  
Commission Chamber  
Delaware Fire Service Center  
1463 Chestnut Grove Road  
Dover, DE 19904

## **ADJOURNMENT**

It was moved by Commissioner Dicristofaro, and seconded by Vice Chairman Robinson that the meeting be adjourned. Motion carried by a unanimous vote. The meeting was adjourned at 9:54 a.m.

Respectfully submitted,

*Sherry R. Lambertson*

Sherry R. Lambertson  
Executive Specialist

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